**OTLA update activity: Development Actions**

For each of the actions below identify which area they would be categorised as

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| Appropriateness of Content  Assessment of Learning | Initial assessment to be undertaken and recorded either at the start of the first session or preferably prior to the start to ensure content is appropriate and differentiation considered |
| Clarity of Purpose | Refine course objectives so that they are SMART. Use SMART verbs such as define, describe, list and formulate, instead of understand and develop. |
| Clarity of Purpose | Write the sessions objectives on a whiteboard or flip chart so they are clear and can easily be revisited at the end of the session |
| Sequence of Learning  Appropriateness of Content | Make sure that your tutor file is up to date with all relevant documents, making sur that each course has it's own section, including session plans |
| Classroom Management | Complete a visual check of the room prior to the session for any potential hazards and take action to minimise the risks from these |
| Assessment of Learning | Further develop assessment during the session |
| Questioning Skills | Further development of questioning learners to enable assessment of knowledge and understanding to be captured. |
| Active Learning | Devise strategies for learners to be able to reflect and apply their new knowledge |
| Safeguarding | Ensure all learners are visible throughout and are fully aware of online expectations |
| Active Learning | Build in further learner activities to your planning documents to lighten the load of you doing most of the talking |